

FloridaPALM

Planning, Accounting, and Ledger Management



SEGMENT III DESIGN WORKSHOP

MARCH 27, 2024



Solution Design Workshops

Agenda

- ▶ Welcome and Introductions
 - Housekeeping
- ▶ Design Phase Overview
- ▶ Disbursements Management
 - Suppliers
- ▶ Supplier Conversion
- ▶ Interface Layout Review
- ▶ Reporting
- ▶ Wrap Up



Design Phase Overview

Florida PALM Design Phase

Click a meeting icon to access details and materials including business process narratives & flows.



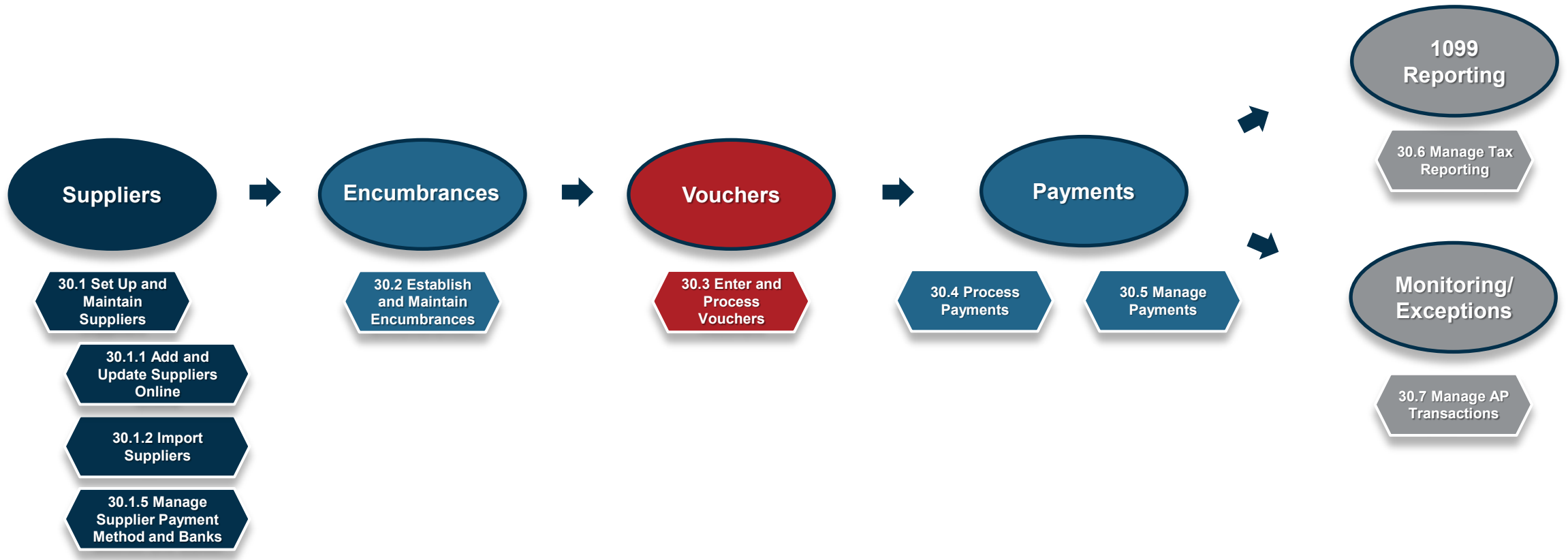
For more information, listen to [Episode #11: The Design Phase](#)



DISBURSEMENTS MANAGEMENT



Disbursements Management Process



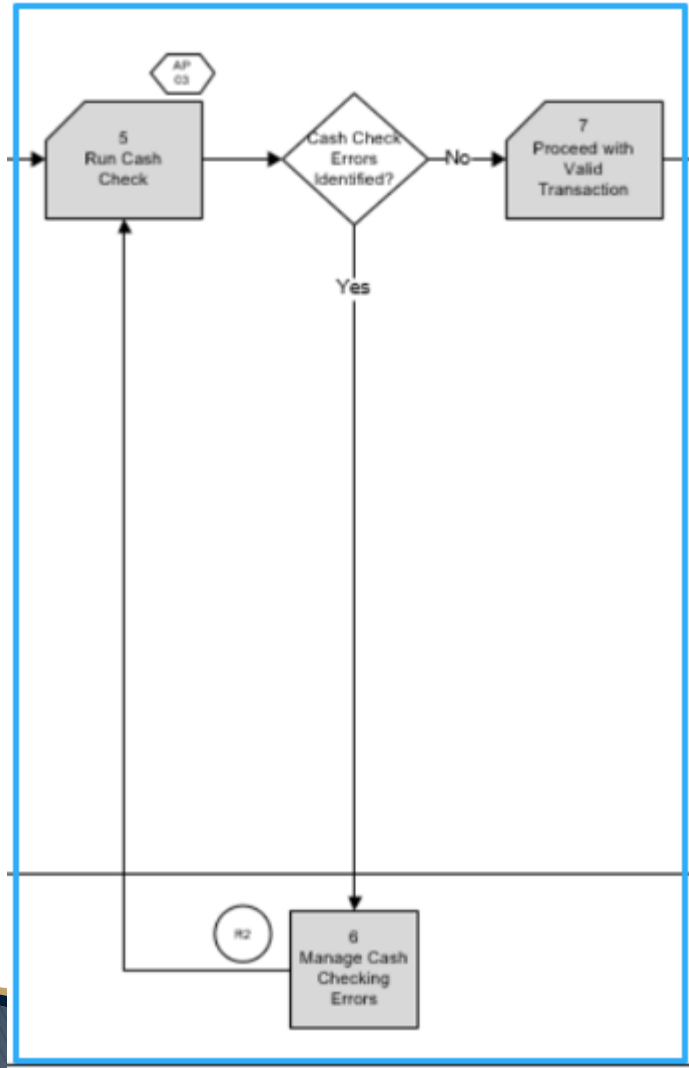
Questions from BPM Sessions

- ▶ Can a user make changes/resubmit a supplier request if they are not the original requester?
- ▶ What are the impacts of updating a supplier location in Florida PALM?
- ▶ How will agencies submit vouchers for 1099 reportable transactions when the agency is handling the 1099 reporting, but need to record the transaction in Florida PALM?
- ▶ How will minority reporting work for PCard transactions when Bank of America is the supplier?
- ▶ How will agencies pay employees within other Business Units? Most common scenario is for travel?



Disbursements Management

Voucher Lifecycle – Cash Check – Segment IV Design

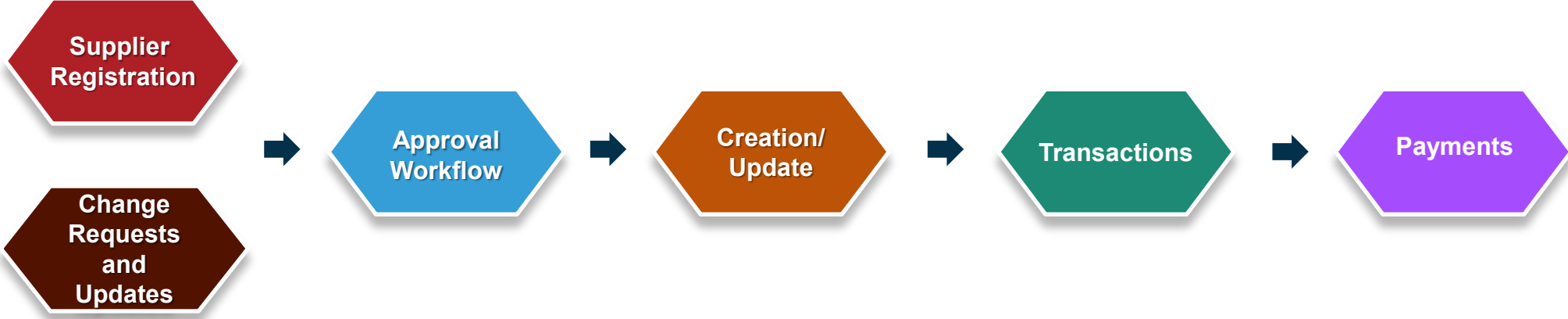


More details about the Cash Check process and related statuses will be reviewed during Segment IV Workshops

SUPPLIERS

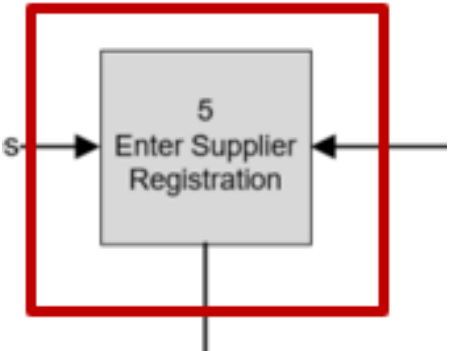


Supplier Lifecycle



Disbursements Management

Supplier Lifecycle – Registration

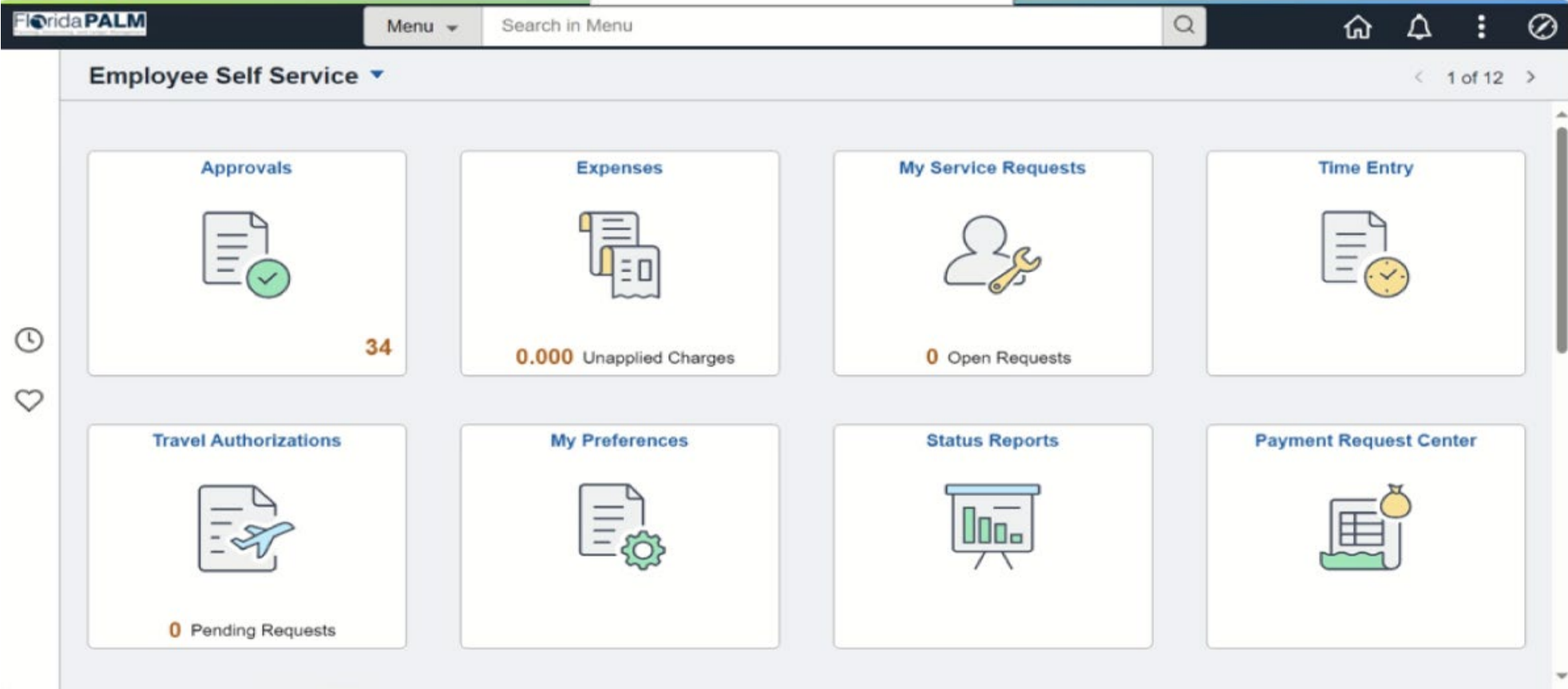


Supplier Registration	Status	Action
	Draft	Registration started, but not yet submitted
	Pending Review/ Approval	Registration has been submitted but not yet reviewed by the Approver
	Request More Information	Approver has reviewed the Registration and responded back to the requestor for more information
	Rejected	Approver has reviewed and denied the Registration
	Approved	Approver has reviewed and approved the Registration



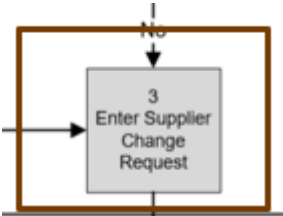
Disbursements Management Supplier Lifecycle – Registration

▶ Supplier Registration Demo

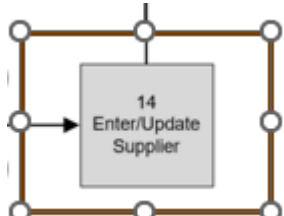


Disbursements Management

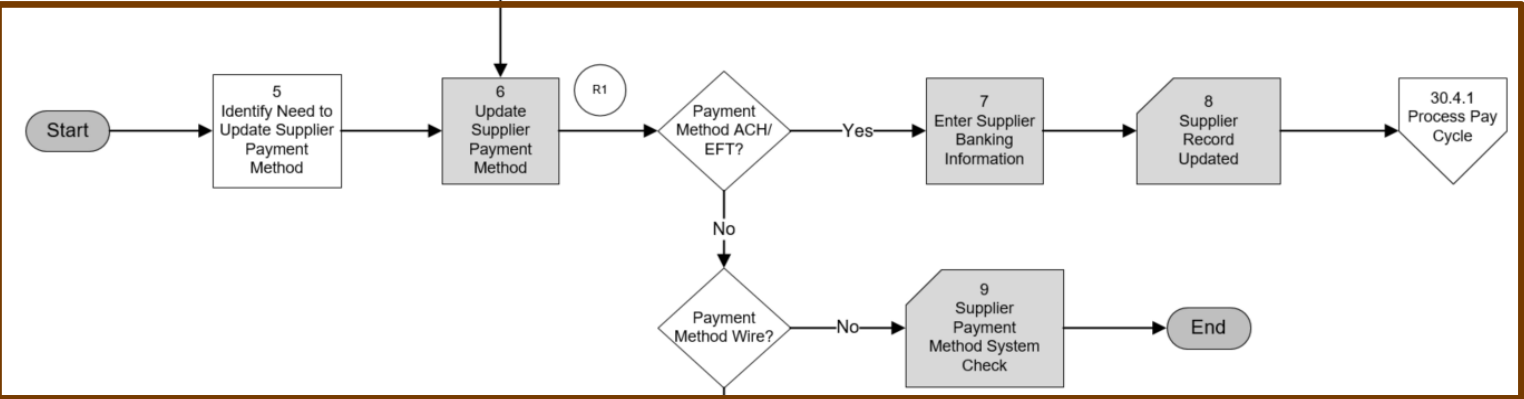
Supplier Lifecycle – Change Requests and Updates



Agency AP Supplier Processor role



DFS AP Supplier Approver role



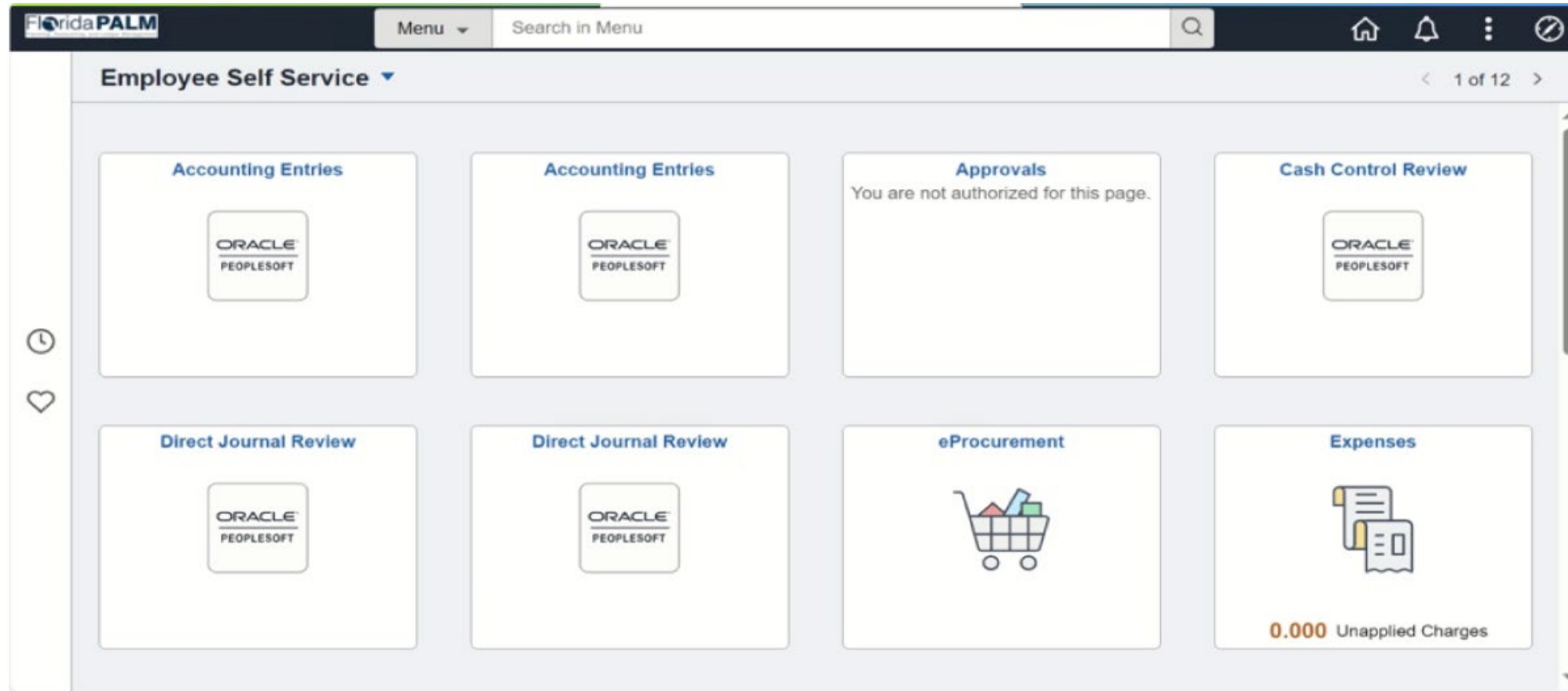
DFS AP Supplier Banking Processor role

	Status	Action
Supplier Change Request	Save for Later	Change Request started, but not yet submitted
	Withdrawn	Change request is withdrawn by the requester prior to approval
	Pending Approval	Submitted by requester and awaiting review by the approver
	Request Additional Information	Approver has reviewed the Change Request and responded back to the requestor for more information
	Rejected	Approver has reviewed and denied the Change Request
	Approved	Approver has reviewed and approved the Change Request

Disbursements Management

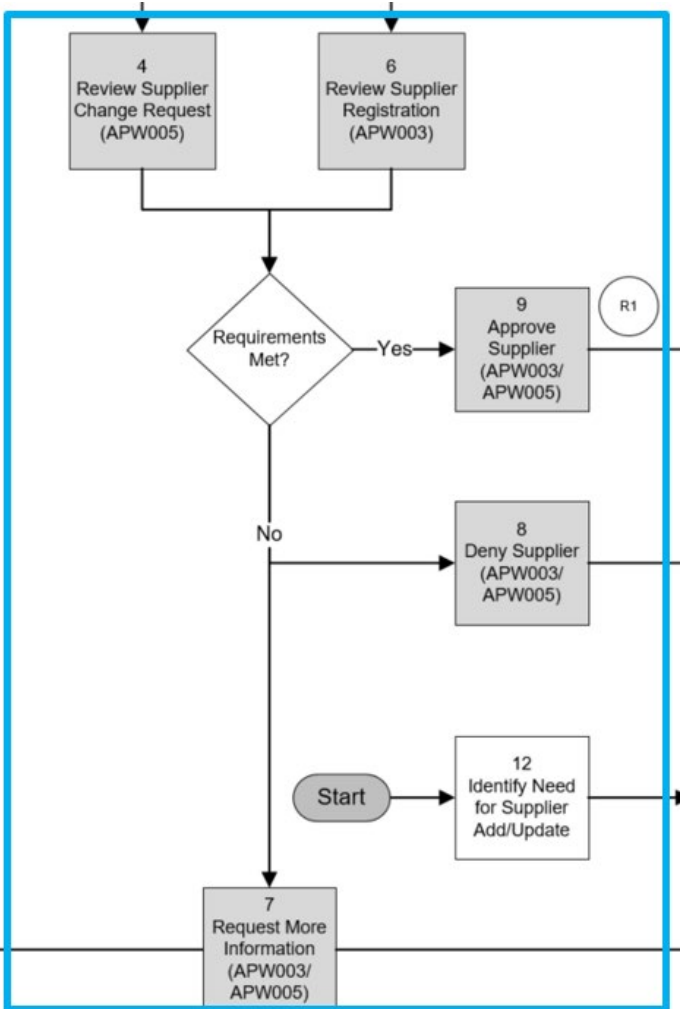
Supplier Lifecycle – Change Requests and Updates

- ▶ Supplier Change Request Demo



Disbursements Management

Supplier Lifecycle – Approval Workflow



	Status	Action
Supplier Approval Workflow	Pending Approval	Registration or Change Request has been submitted but not yet reviewed by the Approver
	Request More Information	Approver has reviewed the Registration or Change Request and responded back to the requestor for more information
	Rejected	Approver has reviewed and denied the Registration or Change Request
	Approved	Approver has reviewed and approved the Registration or Change Request



Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Registration Notifications
 - Request More Information

From: FLPALM_Alert@myfloridacfo.gov

To: sajal.saurabh@myfloridacfo.com

Subject: More Information is requested for Supplier Registration Request.

More Information is requested for Supplier Registration Request. Details are as shown below:

Registration ID: 0000000003

Reason code: INCOMPLETE

Comments: Please provide additional information and submit for re-evaluation

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Page=SUP_OB_BID

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Registration Notifications
 - Denied

From: FLPALM_Alert@myfloridacfo.gov

To: sajal.saurabh@myfloridacfo.com

Subject: Supplier Registration Request has been denied.

Supplier Registration Request has been denied. Details are as shown below:

Registration ID: 0000000002

Reason code: DUPLICATE

Comments: Information was a match with existing supplier or bidder

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Page=S

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Registration Notifications
 - Approved

From: FLPALM_Alert@myfloridacfo.gov

To: sajal.saurabh@myfloridacfo.com

Subject: Supplier Registration Request has been approved.

Supplier Registration Request has been approved. Details are as shown below:

Registration ID: 0000000001

Supplier ID: 0000000120

Supplier Name: WEST ELECTRIC INC

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SUP_OB_MENU.SUP_OB_AUDIT_TRAIL.GBL?Page=

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Change Request Notifications
 - Request More Information

From: FLPALM_Alert@myfloridacfo.gov

To: sravani.sarvisetty@myfloridacfo.com

Subject: More Information is requested for Supplier Change Request.

More Information is requested for Supplier Change Request. Details are as shown below:

Change Request ID: VOB000000000003

Supplier ID : 0000000044

Supplier Name: North Island private LTD

Reason code: DISCREP

Comments: Please provide additional information to clarify

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SCR_MENU.SCR_VENDOR_SELECT.GBL

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Change Request Notifications
 - Denied

From: FLPALM_Alert@myfloridacfo.gov

To: sravani.sarvisetty@myfloridacfo.com

Subject: Supplier Change Request has been denied.

Supplier Change Request has been denied. Details are as shown below:

Change Request ID: VOB000000000002

Supplier ID : 0000000043

Supplier Name: High remote LTD

Reason code: INCORRECT

Comments: Change is not valid

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SCR_MENU.SCR_VENDOR_SELECT.GBL

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Change Request Notifications
 - Approved

From: FLPALM_Alert@myfloridacfo.gov

To: sravani.sarvisetty@myfloridacfo.com

Subject: Supplier Change Request has been approved.

Supplier Change Request has been approved. Details are as shown below:

Change Request ID: VOB000000000001

Supplier ID: 0000000120

Supplier Name: WEST ELECTRIC INC

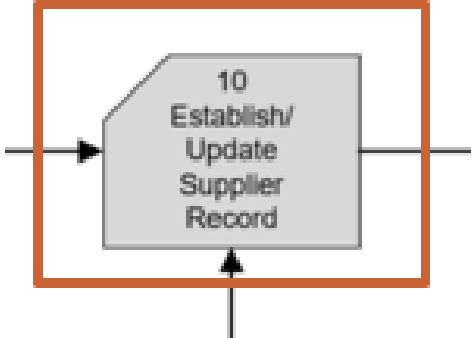
Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SCR_MENU.SUP_OB_AUDIT_TRAIL.GBL

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Disbursements Management

Supplier Lifecycle – Creation/Update



Action	Status
Creation of Supplier Record	Approved
Update to Supplier Record	Approved

Disbursements Management

Supplier Record

- ▶ Summary Tab
- ▶ Identifying Information Tab
- ▶ Address Tab
- ▶ Contacts Tab
- ▶ Location Tab



Disbursements Management

Supplier Record

▶ Summary Tab

- Provides summary level information for the supplier record. Information is not entered within this tab, just displayed from other tabs within the supplier record.

Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Florida **PALM**

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID STATE

Supplier ID 0000001016

Supplier Short Name TD BANK NA TD BANK NA-001

Supplier Name TD Bank NA

Order TD BANK NA-001
PO BOX 1377
Lewiston, ME 42431

Remit To TD BANK NA-001
PO BOX 1377
Lewiston, ME 42431

Status Approved

Persistence Regular

Classification Supplier

HCM Class

Open for Ordering Yes

Withholding No

VAT No

Last Modified By HEATHER.CLEARY

Last modified date 03/01/2022 9:25AM

Created By HEATHER.CLEARY

Created Date/time 02/25/2022 11:44AM

Last Activity Date 03/01/2022

Save Return to Search Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom



Disbursements Management

Supplier Record

▶ Identifying Information Tab

◦ Header Record Type

- Set ID
- Supplier ID
- Supplier Name, Short Name, Additional Name
- Classification
- HCM Class (for Payroll Deduction Suppliers)
- Persistence
- Status
- Business Designation
- Designation Effective Date
- Withholding identifier
- Unique Entity Identifier
- TIN Match Status
- TIN Match Date

The screenshot shows the Florida PALM web application interface for a Supplier Record. The breadcrumb trail is: Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier. The page title is 'Florida PALM' with a search bar and 'Suppliers' dropdown. The 'Identifying Information' tab is selected and highlighted with a red box. The form contains the following fields:

- SetID: STATE
- Supplier ID: 000000002
- *Supplier Short Name: NABI-001 (with NABI-001-001 as a secondary value)
- *Classification: Outside Party
- HCM Class: (empty)
- *Persistence: Regular
- *Supplier Status: Approved
- *Supplier Name: North American Business Industries
- Additional Name: (empty)
- Business Designation: C Corporation (highlighted with a red box)
- Designation Effective Date: 07/17/2020
- Check for Duplicate button
- Withholding:
- Open For Ordering:
- VAT Registration:
- *Supplier Audit: Default
- Supplier Audit:
- Expand All and Collapse All buttons
- Attachments (0) and Profile Questions links

The 'Supplier Relationships' section at the bottom includes:

- Corporate Supplier:
- Corporate SetID: STATE
- Corporate Supplier ID: 000000002
- InterUnit Supplier:
- InterUnit Supplier ID: (empty)
- Supplier Hierarchy: North American Business Industries
- Supplier 360 link



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Additional ID Numbers
 - TIN
 - SSN
 - Source System Supplier ID

Florida PALM

Summary
Identifying Information
Address
Contacts
Location
Custom

SetID STATE

Supplier ID 000001016

*Supplier Short Name TD BANK NA-001

*Classification Check for Duplicate

HCM Class

*Persistence

*Supplier Status

*Supplier Name

Additional Name

Withholding

Open For Ordering

VAT Registration

*Supplier Audit

Supplier Audit

Expand All Collapse All

Supplier Relationships

Corporate Supplier

Corporate SetID

Corporate Supplier ID

TD Bank NA

InterUnit Supplier

InterUnit Supplier ID

Create Bill-To Customer

Create Bill To Customer

▶ **Supplier Rating**

▶ **Supplier Logo**

Additional ID Numbers

Customer SetID

Customer ID

Our Customer Number

Personalize | Find | View All | First 1 of 1 Last

Type	SetID	ID Number	DUNS Number
TIN		010137770	



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Government Classifications (MBE Codes)

The screenshot displays the Florida PALM Supplier Record interface. The 'Identifying Information' tab is selected and highlighted with a red box. The main form shows fields for SetID, Supplier ID, Supplier Short Name, Classification, HCM Class, Persistence, and Supplier Status. Below this, there are sections for Supplier Relationships, Create Bill-To Customer, Supplier Rating, Supplier Logo, Additional ID Numbers, Duplicate Invoice Settings, Government Classifications, and Government Sources. The Government Classifications section is highlighted with a red box and shows an EEO Certification Date field. A pop-up window titled 'Look Up Government Classification' is open on the right, showing a search results table with columns for SetID, Government Classification, and Description. The search results table lists various classifications such as Non-Minority, State of FL Small Business Designation, Federal "8(a)" Designated Business, etc.

Look Up Government Classification

Government Classification

Description

Search Results

View 100 First 1-29 of 29 Last

SetID	Government Classification	Description
STATE A		Non-Minority
STATE B		State of FL Small Business Designation
STATE C		Federal "8(a)" Designated Business
STATE D		Minority Business, Federal
STATE E		Not Selected
STATE F		Non-Profit Organizations
STATE G		Not Selected
STATE H		African-American, Certified
STATE I		Hispanic, Certified
STATE J		Asian-American business, Certified
STATE K		Native American, Certified
STATE L		Not Selected
STATE M		Non-Minority (White) Woman, Certified
STATE M,W		Minority, Woman Business
STATE N		African-American, Non Certified
STATE O		Hispanic, Non Certified
STATE P		Asian-American business, Non Certified
STATE Q		Native American, Non Certified
STATE R		Non-Minority (White) Woman, Non Certified
STATE S		Non-Profit, Minority Board
STATE S,M		Small, Minority Business
STATE S,M,W		Small, Minority, Woman Business
STATE S,W		Small, Woman Business
STATE T		Non-Profit, Minority Employees
STATE U		Non-Profit, Minority Community Served
STATE V		Other Non-Profit
STATE W		Florida Veteran, Certified
STATE Y		Florida Veteran, Non Certified
STATE Z		Not Selected

Government Sources

*Certification Source Minority Business Entities

Government Classifications Find | View All First 1 of 1

Effective Date

Certificate Begin Date

Government Classification Non-Minority

Certification Number

Certificate Expiration



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Additional Reporting Elements
 - Type of Contractor
 - Revenue Type
 - Supplier Flags
 - DOR Levy and DOR Levy Amount
 - IRS Levy
 - Supplier Flag
 - JLAC Flag

Florida PALM Suppliers

Summary **Identifying Information** Address Contacts Location Custom

SetID STATE *Supplier Name TD Bank NA
 Supplier ID 0000001016 Additional Name
 *Supplier Short Name TD BANK NA TD BANK NA-001
 *Classification Supplier Check for Duplicate
 HCM Class
 *Persistence Regular
 *Supplier Status Approved

Withholding
 Open For Ordering
 VAT Registration
 *Supplier Audit Default
 Supplier Audit

Expand All Collapse All Attachments (0) Profile Questions

Supplier Relationships
 Corporate Supplier
 Corporate SetID STATE
 Corporate Supplier ID 0000001016
 TD Bank NA
 InterUnit Supplier
 InterUnit Supplier ID
 Supplier Hierarchy Supplier 360

Create Bill-To Customer
 Create Bill To Customer

▶ Supplier Rating
 ▶ Supplier Logo
 ▶ Additional ID Numbers
 ▶ Duplicate Invoice Settings
 ▶ Government Classifications
 ▶ Standard Industry Codes

Additional Reporting Elements

Common Parent's TIN
 Type of Contractor
 SDB Program
 Other Preference Programs
 Ethnicity
 DOR Levy Flag
 IRS Levy Flag
 Supplier Flag
 JLAC Flag

DOR Levy Amount
 HUBZone Program
 Size of Small Business
 VOSB

▶ Comments



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Confidential Information
 - Confidential Suppliers

Summary **Identifying Information** Address Contacts Location CU

SetID STATE

Supplier ID 0000000002

*Supplier Short Name NABI-001 NABI-001-00

*Classification Supplier

HCM Class

*Persistence Regular

*Supplier Status Approved

▼ Confidential Information

Confidential Flag

1-2 of 2 | View 1

	Business Unit		
1	AUS01	+	-
2	US001	+	-



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Confidential Information
 - Employee Suppliers

Summary **Identifying Information** Address Contacts Location Cust

SetID STATE
Supplier ID 0000000002
*Supplier Short Name NABI-001 NABI-001-001
*Classification Employee
HCM Class
*Persistence Regular
*Supplier Status Approved

▼ Confidential Information

Protected Identity Restricted Employee
 Restricted Relative Sworn Certified

1-2 of 2 | View 1

	Business Unit		
1	AUS01 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	US001 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Header Record Type

API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N).	Description	Valid Values/Defaults	Processing Rules
Record Code	Header	Character	1	Y	Record Code identifying the information on the record.	H - Header	This is a required field. Record Code 'H' will be populated for Header details.
Supplier ID	Header	Character	10	Y	This field will contain a valid Florida PALM Supplier ID for the Supplier SetID provided.	Example: 0000000004	This is a required field. Supplier ID will be extracted as per the value available in system.
Supplier Name 1	Header	Character	40	N	This field will contain Supplier name.	Example: JODES PLUMBING (Supplier)	This is an optional field. Supplier Name 1 will be extracted as per the value available in system.
Supplier Name 2	Header	Character	40	N	This field is an additional space for Supplier name.	Example: PLUMBING	This is an optional field. Supplier Name 2 will be extracted as per the value available in system.
Supplier Classification	Header	Character	1	Y	Indicates the supplier classification.	F - Foreign S - Supplier	This is a required field. Supplier Classification will be extracted as per the value available in system.
Supplier Status	Header	Character	1	N	Indicates Supplier status.	A - Approved; I - Inactive	This is an optional field. Supplier Status will be extracted as per the value available in system.
Additional ID Type	Header	Character	3	N	Used to capture the Supplier tax identification number or social security number.	TIN;	This is an optional field. Additional ID Type will be extracted as per the value available in system.



Disbursements Management

Supplier Record

▶ Address Tab

- Address Record Type
 - Supplier Address
 - Details
 - Payment/Withholding Alt Names
 - Phone Information

Florida PALM Suppliers Search

Summary | Identifying Information | **Address** | Contacts | Location | Custom

SetID STATE Supplier Address Search
Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

Supplier Address

Address ID 1
Description MAIN

Details

Effective Date 02/25/2022 Effective Status Active
Country USA United States
Address 1 PO BOX 1377
Address 2
Address 3
City Lewiston
County Postal 42431
State ME Maine
Email ID

Payment/Withholding Alt Names

Payment Alternate name
Name 1
Name 2

Withholding Alternate name
Withholding Name 1
Withholding Name 2

Phone Information

*Type	Location	Prefix	Telephone	Extension
Business Phone				



Summary | Identifying Information | **Address** | Contacts | Location | Custom

SetID STATE Supplier Address Search
Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

Supplier Address

Find | View 1 | First 1-3 of 3 Last

Address ID 1
Description MAIN

+ -

Details

Find | View All | First 1 of 1 Last

Effective Date 02/25/2022 Effective Status Active

+ -

Country USA United States

Address 1 PO BOX 1377

Address 2

Address 3

City Lewiston

County

Postal 42431

State ME Maine

Email ID

Payment/Withholding Alt Names

Phone Information

Personalize | Find | View All | First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension
Business Phone				



Address ID 2



Description Address 2

Details

Find | View All First 1 of 1 Last

Effective Date 02/25/2022

Effective Status Active



Country USA United States

Address 1 PO BOX 9540

Address 2

Address 3

City Portland

County

Postal 04112

State ME Maine

Email ID

Payment/Withholding Alt Names

Phone Information

Personalize | Find | View All | First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension
Business Phone				



Address ID 3



Description TD Bank National Association

Details

Find | View All First 1 of 1 Last

Effective Date 03/01/2022

Effective Status Active



Country USA United States

Address 1 17000 Horizon Way

Address 2

Address 3

City Mount Laurel

County

Postal 08054

State ME Maine

Email ID

Payment/Withholding Alt Names

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension
Business Phone				



Disbursements Management

Supplier Record

- ▶ Address Tab
 - Address Record Type

API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N).	Description	Valid Values/Defaults	Processing Rules
Record Code	Address	Character	1	Y	Record Code identifying the information on the record.	A - Address	This is a required field. Record Code 'A' will be populated for Line details.
Address Sequence No.	Address	Character	5	Y	Indicates supplier address sequence number.	1	This is mandatory field. The Address Sequence No. will be extracted as per the value available in system.
Effective Date	Address	Date	10	Y	Date when the Address is usable by.	Example: 01/01/1901	This is an mandatory field. Value will be extracted if there are updates on the supplier.
Status as of Effective Date	Address	Character	1	Y	Status of the address as of the effective date.	A- Active I - Inactive	This is an required field field. Value will be extracted if there are updates on the supplier.
Payment Alternate Name 1	Address	Character	40	N	Alternative name to be printed on payments.		This is an optional field. Not all suppliers will have alternate names.
Payment Alternate Name 2	Address	Character	40	N	Alternative name to be printed on payments.		This is an optional field. Not all suppliers will have alternate names.



Disbursements Management

Supplier Record

- ▶ Contacts Tab
 - Contact Record Type
 - Supplier Contact
 - Details
 - Phone Information

The screenshot displays the Florida PALM system interface for a Supplier Record. The 'Contacts' tab is selected and highlighted with a red box. The interface shows the following details:

- Supplier Information:** SetID STATE, Supplier ID 0000001016, Short Supplier Name TD BANK NA-001, Supplier TD Bank NA.
- Supplier Contact Section:** Contact ID 1, Description, User ID, and Description fields.
- Details Section:** Effective Date 03/16/2024, Effective Status Active, Type, Name, Title, and Address fields.
- Internet and Email:** Internet http://, View Internet Address, and Email ID fields.
- Phone Information Section:** A table with columns for *Type, Prefix, Telephone, and Extension. The *Type is set to Business Phone.



Disbursements Management

Supplier Record

- ▶ Contacts Tab
 - Contact Record Type

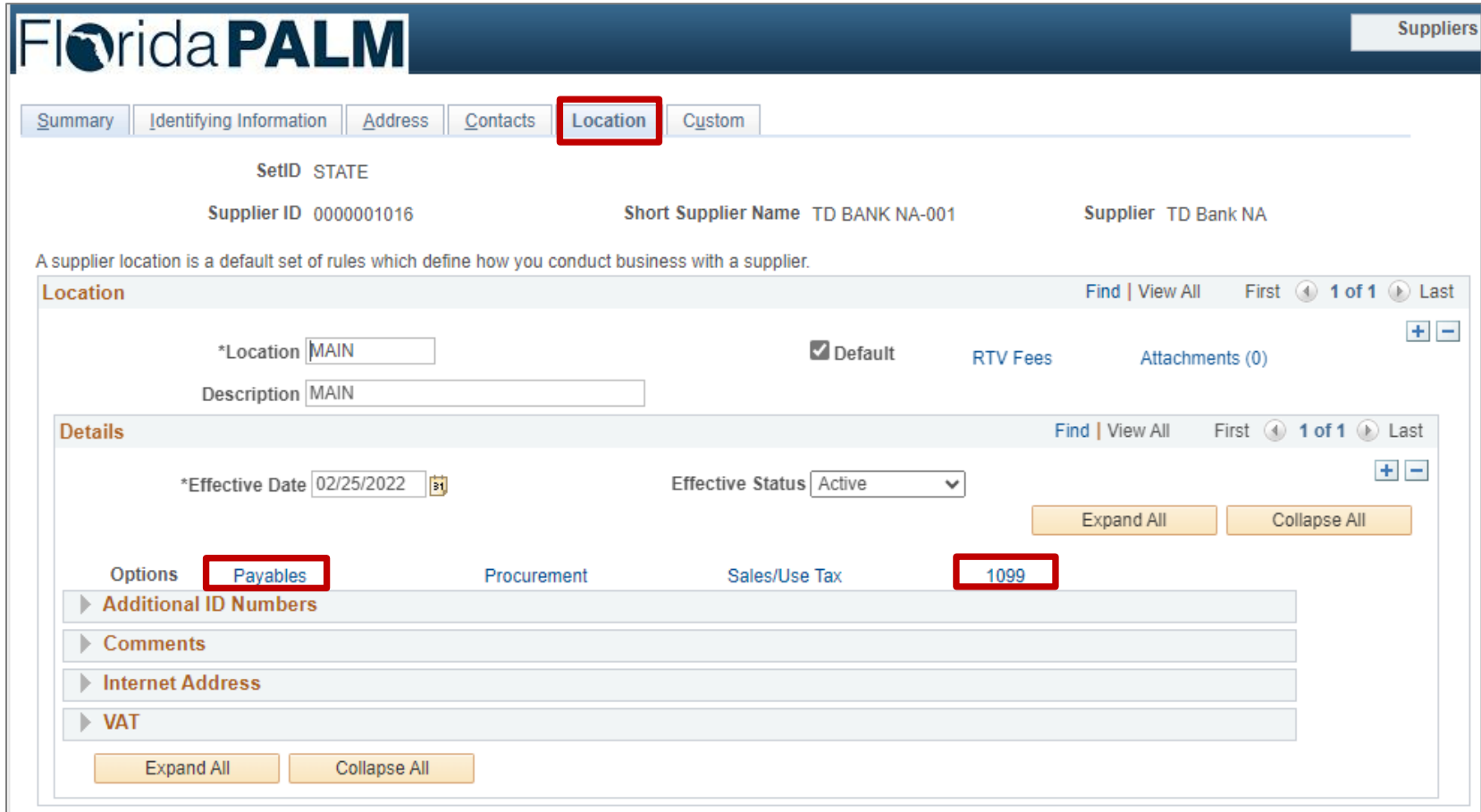
API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N).	Description	Valid Values/Defaults	Processing Rules
Record Code	Contact	Character	1	Y	Record Code identifying the information on the record.	C - Contact	This is a required field. Record Code 'A' will be populated for Line details.
Contact Sequence Number	Contact	Number	5	N	Date when the contact takes effect in the system.	1	This is an optional field. Not all suppliers will have contacts.
Effective Date	Contact	Date	10	N	Date when the Contact takes effect in the system.	Example: 01/01/1901	This is an optional field. Not all suppliers will have contacts.
Address Sequence Number	Contact	Number	5	N	Unique address identifier.	1	This is an optional field. Not all suppliers will have contacts.
Status as of Effective Date	Contact	Character	1	N	Status as of the date when the contact takes effect in the system.	A- Active I - Inactive	This is an optional field. Not all suppliers will have contacts.
Contact Name	Contact	Character	50	N	Contact Name		This is an optional field. Not all suppliers will have contacts.



Disbursements Management

Supplier Record

- ▶ Location Tab
 - Location Record Type
 - Details
 - Payables link
 - Remitting Address
 - 1099 link



The screenshot shows the FloridaPALM interface for a Supplier Record. The 'Location' tab is selected and highlighted with a red box. The page header includes the FloridaPALM logo and a 'Suppliers' button. Below the header are navigation tabs: Summary, Identifying Information, Address, Contacts, Location (highlighted), and Custom. The main content area displays supplier information: SetID STATE, Supplier ID 0000001016, Short Supplier Name TD BANK NA-001, and Supplier TD Bank NA. A descriptive text states: 'A supplier location is a default set of rules which define how you conduct business with a supplier.' Below this is a 'Location' section with fields for '*Location' (MAIN) and 'Description' (MAIN), a 'Default' checkbox, and 'RTV Fees' and 'Attachments (0)'. A 'Details' section follows, showing '*Effective Date' (02/25/2022) and 'Effective Status' (Active). At the bottom of the details section are 'Expand All' and 'Collapse All' buttons. A table of options is visible, with 'Payables' and '1099' highlighted by red boxes. Below the table are expandable sections for 'Additional ID Numbers', 'Comments', 'Internet Address', and 'VAT', each with a '▶' icon. At the very bottom of the details section are another 'Expand All' and 'Collapse All' button.



SetID STATE

Location MAIN

Supplier ID 0000001016

Description MAIN

Short Supplier Name TD BANK NA TD BANK NA-001

Supplier Name TD Bank NA

Expand All

Collapse All

Invoicing

Supplier 0000001016 TD Bank NA
 Address MAIN
 Search PO BOX 1377
 Lewiston, ME 42431
 Location MAIN MAIN

Remitting

*Supplier 🔍 TD Bank NA
 *Address MAIN
 Search PO BOX 1377
 Lewiston, ME 42431
 *Location 🔍 MAIN

▶ **Additional Payables Options**

▶ **Matching/Approval Options**

▶ **Electronic File Options**

▶ **Self-Billed Invoice Options**

▶ **Supplier Bank Account Options**

Payables Options

*Address [] MAIN
Search PO BOX 1377
Lewiston, ME 42431
*Location MAIN [] MAIN

▶ Additional Payables Options

▶ Matching/Approval Options

▶ Electronic File Options

▶ Self-Billed Invoice Options

▶ Supplier Bank Account Options

▶ Supplier Type Options

▶ HIPAA Information

▶ Debit Memo Options

▼ Payment Notification

Enable Email Payment Advice

Enable FG Remittance Advice

Email ID []

Payment Method Selection Personalize | Find | View All | [] First [] 1 of 1 [] Last

Payment Method		
1 []	[+]	[-]

Expand All Collapse All

OK Cancel

Disbursements Management

Supplier Record

- ▶ Location Tab
 - Location Record Type

API020 - Outbound Supplier							
Data - File format : (Pipe () Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N).	Description	Valid Values/Defaults	Processing Rules
Record Code	Location	Character	1	Y	Record Code identifying the information on the record.	L - Location	This is a required field. Record Code 'L' will be populated for Location details.
Supplier Location	Location	Character	10	N	This field will contain a valid Supplier location for the Supplier ID provided above.	Example: MAIN	This is an optional field. Supplier ID Location will be extracted as per the value available in system.
Effective Date	Location	Date	10	N	Identifies the effective date of the supplier location.	Example: 10/21/2023	The date format is MM/DD/YYYY. This is an optional field. Effective Date will be extracted as per the value available in system.
Effective Status	Location	Character	1	N	The effective status of the supplier Location.	A - Active I - Inactive	This is an optional field. Effective Status will be extracted as per the value available in system.
Location Name	Location	Character	10	N	Name and primary identifier for a given Supplier Location.	Example: Main	This is an optional field. Location Name will be extracted as per the value available in system.
Remit to Address Sequence	Location	Character	5	Y	Indicates supplier address sequence number used for remittance.	1	This is mandatory field. The Address Sequence No. will be extracted as per the value available in system.
Payment Method	Location	Character	3	Y	Type of payment that will be defaulted when using the location in transactions.	ACH/CHK/WIR	This is mandatory field. The Payment Method will be extracted as per the value available in system.

Disbursements Management

Supplier Record

▶ Searching for Suppliers

Navigation: Favorites ▾ Main Menu ▾ > My Homepage > Supplier

FloridaPALM Suppliers ▾ Search

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search | Add a New Value

▼ Search Criteria

*SetID = ▾ STATE 🔍

Supplier ID begins with ▾


Persistence = ▾

Short Supplier Name begins with ▾ 🔍

Our Customer Number begins with ▾ 🔍

Supplier Name begins with ▾ 🔍

Include History Correct History Case Sensitive

Search Clear Basic Search  Save Search Criteria



Disbursements Management Supplier Record

▶ Searching for Suppliers

Florida PALM Suppliers

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

Note: Keyword Search will return results last updated 37 days ago (02/14/2024 3:07:09PM) [Search Tips](#)

▼ **Search Criteria**

Keywords

[Search](#) [Basic Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Florida PALM Suppliers Search [Advanced Search](#)

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

Note: Keyword Search will return results last updated 36 days ago (02/14/2024 3:07:09PM) [Search Tips](#)

▼ **Search Criteria**

Keywords

*SetID: STATE

Supplier ID: contains

Persistence:

Short Supplier Name: contains

Our Customer Number: contains

Supplier Name: contains

Additional Name: contains

Supplier Status: contains

Supplier Classification: contains

Supplier City: contains

Supplier State: contains

Supplier Postal: contains

Supplier Country: contains

Supplier County: contains

Supplier Phone: contains

Supplier Location ID: contains

Supplier Location Description: contains

Supplier Contact: contains

Supplier Contact Description: contains

Supplier Contact Phone: contains

Additional Supplier ID Number: contains

Taxpayer Identification Number: contains

OFAC Status: contains

Open For Ordering: contains

VAT Registration: contains

Withholding: contains

Corporate Supplier: contains

Invoice Supplier: contains

Remit Supplier: contains

Created Date: =

Last Modified Date: =

Last Activity Date: =

Entered by: contains

Any Supplier Name: contains

Any Supplier Address: contains

Procurement Comments: contains

Include History Correct History

[Search](#) [Clear](#) [Keyword Only Basic Search](#)



Disbursements Management

Supplier Record

Supplier Prompts

[Favorites](#) | [Main Menu](#) | [My Homepage](#) | [Regular Entry](#)

Florida PALM | All | Search

*Business Unit

*Voucher ID

*Voucher Style

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Look Up Supplier Name

SetID STATE

Supplier Name

Short Supplier Name

Supplier ID

Classification

Persistence

Basic Lookup

Search Results


View 100 First 1-109 of 109 Last

Supplier Name	Short Supplier Name	Supplier ID	Classification	Persistence
3M Company	3MCO-001-001	000000004	Outside	Regular
ABC Consulting	ABC-002	000000045	Outside	Regular
AESG 1	AESG-002	000000060	Outside	Regular
AESG 12	AESG12-001	000000070	Outside	Regular
AESG 1550	AESG1550-001	000000074	Outside	Regular
AESG 4	AESG4-001	000000063	Outside	Regular
AESG 9	AESG9-001	000000068	Outside	Regular
AESG 9	AESG9-002	000000075	Outside	Regular
AESG VEN447	AESG VEN44-004	000000081	Outside	Regular
AESG VEN557	AESG VEN55-001	000000089	Employee	Regular
AESG VEN558	AESG VEN55-002	000000090	Employee	Regular
AESG VEN558	AESG VEN55-004	000000092	Employee	Regular
AESG VEN657	AESG VEN65-001	000000093	Employee	Regular
AESG VEN658	AESG VEN65-002	000000094	Employee	Regular



Disbursements Management

Supplier Lifecycle – Payments – Related Documents Tab



All ▾

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit 43000

Voucher ID 00000699

Voucher Style Adjustments

Supplier ID 0000000007

Invoice No

Invoice Date

Action

▼ **Payment Details**
Personalize | Find | View All |
First ◀ 1 of 1 ▶ Last

Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions		Paid	02/15/2024	0000000034	STATE	0000000007		1 CHK			USD

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

FloridaPALM
Planning, Accounting, and Ledger Management

Segment III Design Workshops

3/27/2024

Disbursements Management

Supplier Lifecycle – Transactions - Voucher

FloridaPALM All Search >> Advanced Search

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 43000 Invoice No INV111
Voucher ID 00000699 Accounting Date 02/15/2024
Voucher Style Adjustments *Pay Terms 0 Due Now
Invoice Date 02/15/2024 Basis Date Type Inv Date
Invoice Received 02/15/2024 Tax Exempt

Zeus Construction Company
Supplier ID 0000000007
ShortName ZCC-001
Location MAIN
*Address 1

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Entered VAT	
Use Tax	0.00
VAT NonInv	0.00
Total	0.00
Difference	0.00

Save Action Run Calculate Print

Sales/Use Tax Summary
VAT Summary
Non Merchandise Summary
Comments(0)
Attachments (0)
Withholding
View Audit Logs
Supplier Hierarchy
Supplier 360



Disbursements Management

Supplier Lifecycle – Payments – Payments Tab

FloridaPALM All Search

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit 43000 Invoice No INV111
Voucher ID 00000699 Invoice Date 02/15/2024 Action [] Run
Voucher Style Adjustments
Total Amount 0.00 *Pay Terms 0 Due Now Schedule Payments
Supplier Name Zeus Construction Company

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000000007
Location MAIN
*Address 1
Zeus Construction Company
8910 ABC Street
Huntsville, AL 54606

Gross Amount 0.00 USD Scheduled Due 02/15/2024
Discount 0.00 USD Net Due 02/15/2024
Discount Due
Accounting Date 02/15/2024

Payment Inquiry
Express Payment
Payment Note(0)
Holiday/Currency

Payment Options

*Bank CHASE Pay Group
*Account 3136 *Handling Central Mail
*Method **CHK** Check Hold Reason
Message
Message will appear on remittance advice.

*Netting Not Applicable
L/C ID
Supplier Bank Messages
Hold Payment
Separate Payment

Schedule Payment

*Action Schedule Payment Payment Date 02/15/2024
Pay Reference 0000000034



Disbursements Management

Supplier Lifecycle – Payments – Payment Inquiry

Payment Inquiry

▶ Search Criteria

▶ Sorting Criteria

Payment Inquiry Result

Personalize | Find | View All | First 1 of 1 Last

Payment Details
Additional Info
Supplier Details
Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	0000000034	System Check	0.00	USD	02/15/2024	02/15/2024	Paid	Reconciled	



Disbursements Management

Supplier Lifecycle – Payments – Payment Inquiry

Payment Inquiry Result Personalize | Find | View All | First 1 of 1

Payment Details | **Additional Info** | Supplier Details | Financial Gateway

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	0000000034	Posted	No Cancel Action				CHECK	58	3136	*****DISB	JP Morgan Chase

Payment Inquiry Result Personalize | Find | View All | First 1 of 1 Last

Payment Details | Additional Info | **Supplier Details** | Financial Gateway

Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal
▼ Actions	VCHR	0000000034	Zeus Construction Company	0000000007	MAIN	8910 ABC Street	Huntsville	AL	54606



Disbursements Management

Supplier Lifecycle – Payments – Printed Remittance

STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES PAYMENT ADVICE					
Business Unit	Supplier Name	Payment Handling Code	Payment Handling Description	Warrant Number	Warrant Date
Dept Of Financial Services	SUPPLIER ONE	00	DFS - DISBURSEMENTS	009060	9/27/2023
Voucher ID	Invoice ID	Invoice Date	Payment Date	Payment Amount	Payment Message
00000001	INV1	9/26/2023	9/27/2023	\$ 100.00	PLEASE DIRECT QUESTIONS TO: (850) 413-2118 DFS DISBURSEMENTS
00000002	INV2	9/26/2023	9/27/2023	\$ 150.00	
00000003	INV3	9/26/2023	9/27/2023	\$ 200.00	
Warrant Number	Warrant Date				Total Payment Amount
009060	9/27/2023				\$ 450.00



Disbursements Management

Supplier Lifecycle – Payments – System Check (Warrant)

<LOGO>	Dept Of Financial Services	00 DFS - DISBURSEMENTS	Warrant Date: 9/27/2023	Warrant Number: 009060	56-1544 441
STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES				VOID AFTER 12 MONTHS	
PAY FOUR HUNDRED FIFTY & 00/100 DOLLARS				AMOUNT \$*****450.00	
TO THE ORDER OF	SUPPLIER ONE 444 BUILDING 1 PO BOX 123456 TALLAHASSEE FL, 32399			TO: DIVISION OF TREASURY TALLAHASSEE	
<SIGNATURE>					
JIMMY PATRONIS, CHIEF FINANCIAL OFFICER					



Disbursements Management

Supplier Lifecycle – Transactions – Encumbrance (PO)

Navigation: Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update POs

Florida **PALM** | Purchase Orders | Search | Advanced Search | Last Search Results

Maintain Purchase Order

Purchase Order

Business Unit 43000 | PO ID 0000000126 | PO Status Dispatched | Budget Status Valid

Copy From [] | Hold From Further Processing

Header

*PO Date	08/15/2023	Supplier Search	Backorder Status	Not Backordered	Create BackOrder
*Supplier	NABI-001-001	Supplier Details	Receipt Status	Received	Dispatch
*Supplier ID	0000000002	North American Business Industries	*Dispatch Method	Print	Dispatch
*Buyer	Agency_Buyer	Agency Buyer	Amount Summary		

PO Reference []

Merchandise	1,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	1,000.00	USD
Encumbrance Balance	500.00	USD

Buttons: Calculate

PO Reference Links: Header Details, PO Defaults, PO Activities, Requisitions, Actions, Activity Summary, Add Comments, Add ShipTo Comments, Document Status



Disbursements Management

Supplier Lifecycle – Transactions – Encumbrance (PO)

The screenshot displays the Florida PALM software interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update POs. The main window title is "PO Supplier Information". Below the title bar, the text "Maintain Purchase Order" is visible. The primary section is titled "Supplier Details -- North American Business Industries".

Key data points displayed include:

- Business Unit: 43000
- PO ID: 0000000126
- Supplier: NABI-001-001
- *Location: MAIN
- *Address: 1 (with "Show Address Details" button)
- Contact: 1 (with "Show Contact Details" button)
- Salesperson: (with "Show Salesperson Details" button)
- Terms: 00 (with "Due Immediately" text)
- Basis Date Type: Inv Date

A "Supplier Details Message" section is present, containing the following information:

- Country: USA United States
- Address 1: 123 Updated Address
- Address 2: (empty)
- Address 3: (empty)
- City: Aniston
- County: (empty)
- Postal: 36207
- State: AL Alabama
- Prefix: (empty)
- Fax: (empty)
- Phone: (empty)

At the bottom of the message section are three buttons: OK, Cancel, and Refresh.

On the left side of the interface, there is a sidebar with the "Florida PALM" logo and a "Maintain Purchase Order" section. This section includes fields for Business Unit (43000), PO ID (0000000126), and a "Copy From" dropdown. Below this is a "Header" section with fields for *PO Date (08/15/2023), *Supplier (NABI-001-001), *Supplier ID (0000000002), and *Buyer (Agency_Buyer). A "PO Reference" section contains a list of links: Header Details, PO Defaults, PO Activities, Requisitions, and Actions. At the bottom of the sidebar is an "Add Items From" section with links for Catalog and Purchasing Kit.



Q&A



SUPPLIER CONVERSION



Suppliers Conversion - APC001



▶ Source:

- Statewide Vendor File
 - FLAIR EFT File
 - ACH/EFT Information
 - W-9 System
 - TIN Match Status, TIN Match Date, Business Designation
 - MyFloridaMarketPlace (MFMP)
 - MBE Codes
- PYRL and Payroll Collection System
 - Payroll-related Suppliers
- Integrated Retirement Information System (IRIS)
 - Retirees

▶ Bridge:

- At conversion, a one-time crosswalk will be created that contains the Florida PALM Supplier ID. Tax Identification Number (TIN) is also a key field.

▶ Active Records:

- More information coming soon.

▶ Key Information:

- Classification, Business Designation, Location, Remitting Address, Payment Method, TIN, TIN Match Status, TIN Match Date, Government Certifications (MBE Codes)



Q&A



INTERFACE LAYOUT REVIEW



Interface Layout Review

- ▶ [How to Read a Flat File Interface Video](#)
- ▶ [Florida PALM Resources \(SmartSheet\)](#)
- ▶ API020 Outbound Supplier Data (review layout)
- ▶ API059 Outbound Employee Extract (same layout as API020, only “Employee” classification)

https://players.brightcove.net/913730540001/default_default/index.html?videoid=6337161945112

<https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>



API020 – Outbound Supplier Data

What

information is transmitted ?



This interface will extract new and updated supplier records within Florida PALM. This interface excludes Supplier Classification 'Employee', 'Retiree' and 'HCM'

Why

do I need this?



This is needed to allow enterprise and agency business systems to stay in sync

Who

runs ?



Batch Scheduler

When

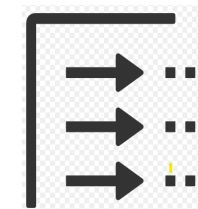
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Date From *(optional)*
- Include Confidential *(optional)*
- Business Unit*

API059 – Outbound Employee Extract

What

information is transmitted ?



This interface will extract new and updated supplier records that contain the Supplier Classification 'Employee' within the AP module in Florida PALM

Why

do I need this?



This is needed to allow enterprise and agency business systems to stay in sync

Who

runs ?



Batch Scheduler

When

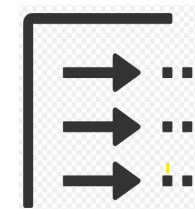
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Business Unit *(required)*
- Employee Date From *(required)*
- Employee Date To *(required)*

Q&A



REPORTING

REPORTING SOLUTION SEGMENT III – AP REPORTS





Florida PALM

Planning, Accounting, and Ledger Management

Reports Catalog

The Reports Catalog is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS Wave and reports planned for Financials Wave. Additional reports and samples will be added as design activities are completed.

Overview

Overview provides guidance for using the Reports Catalog.

Topics

Topics categorizes the reports by subject.

Acronyms

Acronyms define the abbreviations used within the Reports Catalog.

Public Queries

Public Queries are a list of production queries available to agencies.

Change Log

Change Log documents the update history made to the Reports Catalog.



APR091 – AP Holds by Hold Type Report

What

information is available?



A report that lists vouchers and payments marked for payment hold including the hold reason.

Why

do I need this report?



Report is used to identify and manage vouchers that have been placed on payment hold.

Who

runs and uses this information?



- AP Reporter

When

should I run this report?



Daily
Ad Hoc

Which

report(s) were previously used?



N/A

APR091 – AP Holds by Hold Type Report

Key Considerations

- ▶ Summary level report that identified the voucher or payment that has a hold
- ▶ Confidentially does not apply to this report
- ▶ Includes all payment methods (EFT, Warrant)
- ▶ Payment Hold reasons will include levies (DOR Levy, JLAC Levy, IRS Levy); additional configured reasons included accounting in dispute, quantity in dispute, and other

Parameter	Description	Required/Optional
Business Unit	Prompt (Default - '%')	Required
Voucher Origin	Prompt (Default - '%')	Optional
Supplier ID	Prompt	Optional
Voucher ID From	Prompt	Optional
Voucher ID To	Prompt	Optional
Entered Date From	Date picker	Optional
Entered Date To	Date picker	Optional



30.1 Set up and Maintain Suppliers- Key Reports

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	APR068	Supplier Detail Report – a report that lists suppliers by name, TIN, or other identifying information	Data Warehouse	Periodic	Agency, DFS
R2	APR069	Duplicate Suppliers Report – a report to identify potential duplicate supplier records, or related suppliers	Data Warehouse	Periodic	Agency, DFS
R3	APR113	Minority Suppliers Report – a report that lists minority suppliers	Data Warehouse	Periodic	Agency, DFS
	APR046	1099 Mismatch Report – 1099 Mismatch Report that lists suppliers without business designation and have vouchers with 1099 reportable object code	Data Warehouse	Periodic	Agency, DFS
R4	APR047	Employee Suppliers Report – lists employees doing business with the State as a supplier.	Data Warehouse	Periodic	Agency, DFS
R5	APR091	AP Holds by Hold Type – lists vouchers and payments marked for payment hold including the hold reason	PeopleSoft	Periodic	Agency, DFS
R6	APR112	Supplier Authorized Banks Exceptions Report – a report of supplier banks in Florida PALM not listed on the Authorized Bank File	PeopleSoft	Periodic	DFS

Q&A



WRAP UP



CONTACT INFORMATION

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